Job Description
Missouri State Highway Patrol

Class Title: Criminal Intelligence Analyst II
Title Code:V00586
Effective Date: 12/14/04
Date Established: 09/01/05
Date Reviewed: 06/07/07 LVG
Date Revised:

Immediate Supervisor: Assistant Director or Unit Supervisor as assigned.
Position Supervised: None
FLSA Classification: non-exempt
Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an advanced professional and analytical position in which the individual analyzes and assesses criminal information of a confidential nature and develops comprehensive analytical reports based on available data. The employee is required to utilize over thirty specialized analytical and informative state and federal databases to develop threat assessments, time series analyses regarding crime patterns, and to identify criminal groups, key individuals involved in organized criminal activity, their methods of operation and the extent of the individual's criminal influence on its organized criminal group. The employee may be responsible for compiling various statistical reports bulletins, informative booklets, etc., for the Midwest High Intensity Drug Trafficking Area (HIDTA) and the Missouri Statewide Intelligence Network (MoSPIN). The employee will be responsible for testing new intelligence database programs and train other criminal intelligence analysts, other law enforcement agencies, etc., on the databases and serve as an expert on these databases. The employee will also be responsible for quality control of data entered into various intelligence databases in order to maintain the integrity of intelligence data received and/or disseminated. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED
(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Researches all applicable files, database systems and case summaries in order to respond to intelligence and criminal activity inquiries from all state and federal law enforcement agencies (state patrol agencies, FBI, DEA, ATF, IRS, etc.) and prosecuting attorneys;

Performs telephone record analysis charting methods and other link charting to determine interrelationships and transactions involving criminal activity; uses crime analysis techniques including, but not limited to, financial analysis, time series analysis, case analysis to view and evaluate patterns of criminal activity.

Researches, compiles and disseminates to major case investigation officers and prosecutors, intelligence booklets containing all data on file on the subject in question for criminal activity; develops reports, threat assessments, bulletins and other work products to enhance the flow of relevant trends of criminal activity; prepares a summary report on the data and answers questions pertaining to the intelligence information to the law enforcement investigator or prosecutor.

Creates photo line-ups for investigating officers in order to assist victims with identification of individual

suspected of committing a wrongful act against victim; searches law enforcement arrest record databases for facial and demographic make-up of arrested individuals similar to suspect; searches Department of Revenue database for driver's license photo of arrested individuals chosen for the photo line-up; prints photos; forwards approximately six similar photos to investigating officer for review by victim.

Assists investigative officers in inventorying buildings and warehouses who have had subpoena's filed against them regarding criminal activity; inventories methamphetamine, products of seized property (ephedrine, etc); researches various computer files on the searched premises for criminal intelligence information regarding the investigation; reviews and photocopies financial records pertaining to financial transactions in question; delivers financial records to general headquarters for financial analysis.

Writes, edits, and prepares weekly and monthly Division of Drug and Crime Control publications and various brochures detailing trends in criminal activity, drug trafficking, gang related information, from information received by the Patrol and other state and national law enforcement intelligence agencies; disseminates the publications to various local, state, and federal law enforcement agencies for informative purposes.

Serves as liaison and centralized communications channel for MoSPIN (Missouri Statewide Intelligence Network); performs installation of software and hardware at various Patrol divisions and other law enforcement agencies who have requested access to the statewide intelligence network database; educates and trains users regarding information available through MoSPIN; monitors and maintains the integrity of data entered into MoSPIN from Patrol and other law enforcement agencies by deleting or adding information, correcting duplicate entries, confirms entries into MoSPIN are 28 CFR-Part 23 compliant.

Provide strategic analytical services, development and training at the state level in direct support of the initiatives and programs of the Midwest High Intensity Drug Trafficking Area (HIDTA); maintain close liaison with the Midwest HIDTA ISC and act as a facilitator for support requests from HIDTA initiatives and the Missouri State Highway Patrol to the ISC; refers tactical support requests to the Midwest HIDTA ISC whenever possible so that a strategic statewide focus can be maintained by the HIDTA State Analyst Initiative; helps facilitate the preparation of Missouri's portion of the Midwest HIDTA budget and initiatives descriptions.

Develop various standardized statistical reports involving methamphetamine seizures, violent crime investigations, drug trafficking rings, terrorism threat assessments, etc.

Serves as back up to the Violent Crime Support Unit analysts and organized crime unit by responding to call outs for violent crimes; report to crime scene anywhere in the state as needed and set up remote site networking system in order to enter crime timeline information, witness statements, etc., into databases; call out work time will range from one day to several weeks in length.

Complete other responsibilities as assigned in support the Midwest HIDTA, MoSPIN and Missouri State Highway Patrol Criminal Intelligence Units.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of law enforcement terminology and narcotics investigative techniques.

Working knowledge in the collection, analyzing and dissemination of criminal intelligence information.

Working knowledge of modern office databases, (Microsoft Excel, Lotus 1,2, & 3, Lotus Notes).

Ability to research a voluminous amount of databases in order to find information on individuals utilizing

very little previous information on the subject (e.g., telephone number only, last name, alias, etc.).

Ability to perform tedious intelligence searches while maintaining high quality control and proof reading skills in the performance of job tasks.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work under extreme pressure and time limits.

Ability to multi-task and determine high priority tasks in accomplishment of daily duties.

Ability to analyze intelligence information, submitted documents and statistical data present findings of fact in written and graphic form.

Agility to prepare and provide both oral and written presentations to large groups of both civilian and law enforcement professional.

Ability to organize, prioritize and plan work effectively.

Ability to gather, assemble, correlate and analyze facts and devise solutions to problems.

Ability to display a professional appearance and demeanor consistent with the expectations of the Missouri State Highway Patrol and Midwest HIDTA.

Ability to represent the Highway Patrol and Midwest Patrol and Midwest HIDTA on panels, committees, task forces etc., working on Missouri's drug issues and other criminal activities.

Ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to prepare highly technical and detailed threat assessments and surveys regarding crime in the stat of Missouri.

Ability to perform job-related travel to attend meetings and meet with drug task forces around the state.

Ability to operate a wide variety of computer programs.

Ability to learn and teach new computer programs.

Ability to wear a pager and be on call status.

<u>MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED</u>
(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.

Bachelors Degree in criminal justice, or related field; or 4 years of comparable technical or analytical experience in a criminal justice agency, military agency, or related field and two years experience as a Criminal Intelligence Analyst I or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must successfully complete Anacapa Sciences, Inc.'s Criminal Intelligence Analysis Course within a period not to exceed one year after appointment (or as soon as course enrollment is available).

Must be a resident of Missouri at the time of appointment.

Must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Division of Drug and Crime Control.